

## MILITARY (AGR) VACANCY ANNOUNCEMENT

<b>HUMAN RESOURCES OFFICE</b> <b>KANSAS NATIONAL GUARD</b> <b>2277 SW TOPEKA BLVD</b> <b>TOPEKA, KS 66611-1287</b>	<b>Date:</b>  7 December 2016	<b>Announcement No:</b>  2016-091
<b>OPEN TO:</b> Current Title 32 AGR members of KSARNG	<b>Applications will be accepted until:</b> <b>1500 hrs on 28 December 2016</b>	
<b>POSITION TITLE, SERIES, AND GRADE:</b> Course Manager, 92Y, E7	<b>APPOINTMENT FACTORS:</b> See paragraphs below	
<b>LOCATION OF POSITION:</b> 2 <sup>ND</sup> BN 235 <sup>TH</sup> REGIMENT (MTB), Salina, KS	<b>Minimum Grade:</b> SERGEANT FIRST CLASS (E7)	<b>Maximum Grade:</b> SERGEANT FIRST CLASS (E7)

### QUALIFICATIONS:

- (1) AGR Soldiers must continue to meet medical standards of chapters 3, 4, or 5 of AR 40- 501 as applicable.
- (2) Applicants must be 92Y qualified.
- (3) Any falsification of the eligibility requirements will result in immediate release from the AGR Program.
- (4) This position requires a secret security clearance.
- (5) AGR applicants flagged in SIDPERS for security violation or pending any adverse actions will not be considered for transfer prior to lifting of the flag.
- (6) Individual must have a current, passing APFT and must meet height/weight standards prescribed in AR 600-9 **prior to the closing of this job announcement and upon selection.**
- (7) Must possess a valid state driver's license and be qualified to operate a GSA vehicle.
- (8) Individual must be Army Basic Instructor Course (ABIC) certified within the last 2 years or able to become certified within 12 months of hire.

**SELECTING SUPERVISOR:** LTC Robert Wood at 785-822-6604 or email  
[robert.a.wood.mil@mail.mil](mailto:robert.a.wood.mil@mail.mil).

**POC for duty description:** MSG John Kilpatrick at 785-822-6646 or email  
[john.p.kilpatrick.mil@mail.mil](mailto:john.p.kilpatrick.mil@mail.mil).

**APPLICATION INSTRUCTIONS:** All applications must be submitted via email to [ng.ks.ksarng.mbx.hro-agr-application@mail.mil](mailto:ng.ks.ksarng.mbx.hro-agr-application@mail.mil)

**Applicants must submit the following forms:**

1. NGB Form 34-1, **20131111 Version only**, Application for Active Guard/Reserve (AGR) Position, signed and dated.
2. Enlisted Record Brief (ERB).
3. Personnel Qualification Record (PQR).
4. A current copy of Retirement Point Accounting Management (RPAM) Statement.
5. MEDPROS Individual Medical Readiness Record displaying evidence of: PHA completed within 12 months and HIV testing with-in last 24 months. **MEDPROS IMR Record can be obtained by accessing your AKO / Self Service / My Medical readiness / View Detailed Information (under any of the medical readiness status on right side of the screen) / IMR record (second document under Forms on left side of the screen).**
6. Current DA Form 705 (within 8 months). Include a current DA Form 3349, if applicable.
7. Certified Height/Weight or DA 5500 or 5501 within 8 months of the closing date (May 2013 version only).
8. NCOER's - previous 5 DA 2166-7/8 (Non Commissioned Officer Evaluation Report).
9. Current valid driver's license.
10. If OCONUS, applicant must provide a valid DSN in the block for OFFICE PHONE
11. NOT REQUIRED (but recommended) a DA/official military photograph.

\* Ensure that the following information is reflected on the NGB 34-1: Tour Announcement number and current telephone number where you can be reached for an interview. Carefully read and comply with instructions contained on this job announcement so that all required information is included. Sign and date the application.

**\*\* Please review your application for accuracy prior to submission to HRO. Any documentation missing requires a letter regarding the circumstances. NOTHING WILL BE ADDED TO THE APPLICATION AFTER THE CLOSING DATE. Applications without all required documentation will be returned without consideration. Applications received after the closing date will be returned without consideration.**

**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will receive consideration for this position without discrimination for any non-merit reason such as race, sex, religion, national origin, lawful, political or other affiliations, marital status, age or membership/non-membership in an employee organization.